

INFORMATION PAPER

SUBJECT: Use of General Officer's Enlisted Aides

1. **PURPOSE:** To inform V Corps commanders, staff elements, and family members on the proper use of enlisted aides.

2. **REFERENCES:**

a. AR 614-200, para. 8-11, 2 Aug. 05

b. LTC Timothy Tuckey, The General Officer Aide and Potential for Misuse, The Army Lawyer (Aug. 02).

3. **DISCUSSION:**

a. An enlisted aide assists the general officer in performance of his official military responsibilities. An "official military responsibility" serves a necessary military purpose and must directly relate to the general officer's military duties. The enlisted aide's job is not to make the general officer's personal life easier.

b. The enlisted aide's responsibilities and duties include the following:

(1) Assisting with the care, cleanliness, and order of assigned quarters, uniforms, and personal military equipment.

(2) Performing as a point of contact in the officer's quarters; receiving and maintaining records of telephone calls, making appointments, and receiving guests and visitors.

(3) Helping to plan, prepare, arrange, and conduct official social functions and activities hosted by the general officer, such as receptions, parties, and dinners.

(4) Helping to purchase, prepare, and serve food and beverages in the officer's quarters when it is for an official purpose.

(5) Maintaining financial records and budgets for official functions.

(6) Performing certain other tasks that aid the officer in accomplishing the officer's military and official responsibilities. Such tasks may include providing security for the quarters, performing errands for the officer, providing administrative assistance, supervising or performing maintenance on the outside areas such as the lawn, flower gardens, shrubs,

driveways, walkways, porches, and patios, when necessary to maintain the appearance of the quarters and grounds for official purposes.

c. If the enlisted aide is performing a task that would only personally benefit the general officer, then it is prohibited. If there is no reasonable connection between the general officer's official duties and a task to be performed, then the aide cannot be asked to perform that task.

d. A common source of ethical problems is the aide's close relationship with and proximity to the officer's family. The general rule is that the aide's statutory duties are to assist with the general officer's military and official duties, rather than the official obligations of that officer's spouse. A general's aide or driver may not transport the general's unaccompanied spouse or children on personal errands.

e. The following are examples of duties that are not appropriate for enlisted aides to be assigned to perform:

(1) Maintenance of personal automobiles, including all types of repair, preventive maintenance, and cleaning services.

(2) Performing errands and doing laundry for family members and guests.

(3) Baby-sitting, providing supervision for minors, and caring for invalids.

(4) Providing care for pets, to include walking, grooming, and feeding.

(5) Transporting family members and guests when such transportation is not related to official or military duties of the officer.

(6) Preparing food for children's friends or for unofficial functions on behalf of family members.

(7) Maintenance of personal property such as recreational equipment, outdoor grills, electronic equipment, and supplies or projects involving a hobby or personal avocation of the officer or family member.

(8) Any duties that contribute only to the personal benefit of the officer and have no reasonable connection with official responsibilities.

4. **RECOMMENDATION:** Use common sense when employing an enlisted aide. Perception is the key. Avoid any appearance of improper use. When in doubt, ask the V Corps Ethics Counselor.

5. **COORDINATION:** Office of the Staff Judge Advocate, Administrative Law Division.

APPROVED: LTC SCOTT E. REID



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